

This role is a member of the Halifax County Local Executive. Expenses are covered (travel, pet/child/eldercare) and there is a small honourarium for the volunteer.)

Paraphrased from our Operational Procedures (posted on our site for more information), the duties are as follows:

Duties as related to the Local Executive

- Conduct the business of the Local;
- Regularly attend meetings related to their role and perform duties as required;
- Present written reports to the Executive & the Local regarding their activities;
- Maintain a written record of their work and shall forward it to their successors;
- At the AGM, present an annual report based on their committee duties and goals;
- May be a member of the Halifax County Local Table Officers or the Halifax Regional Representative Council.

Duties as related to Member-at-Large: Nominating

- Chair and oversee the duties of the Nominating Committee;
- Maintain an overview of the roles and responsibilities of each committee annually, prior to the committee selection process;
- Oversee Local elections and committee selection processes;
- Receive and collate expression of interest/nomination forms for Local elections/committees;
- Maintain a database of members holding Executive positions and participating on committees;
- Provide a written annual report, upon request of the President, prior to the Presidents' Conference.

Duties related to Nominating function:

- circulate notice of election for Local Executive positions to all NSTU Local Representatives at least three (3) weeks prior to the Annual General Meeting;
- Oversee the election of Local Executive positions, provide NSTU representatives with the results of the elections;
- Oversee the selection of Annual Council delegates;
- Establish guidelines for election of NSTU representatives;
- Administer the selection process for Local committee membership;
- Be familiar with Article X: Elections/Voting Privileges found in the Halifax County Local Constitution.

Meetings / Time Commitment

- At least 6 Local Executive Meetings
- At least 6 Local Council / General Meetings
- Committee meetings as determined by the Chair & the committee
- Attend Annual Council

- Attend Pre-Council meeting
- Attend Executive Planning, traditionally 2-3 days in the summer time
- Attend NSTU Leadership Development Institute, traditionally 3 days in the summer